

Department of the Army, DoD

§ 556.16

dates for each PO to seek revalidation and will notify POs of these dates.

(d) *Installation review.* Installation commanders will review all PO documentation for both initial permission to operate and for revalidation of operating permits. Approval will be granted or denied based on this review. Approval of an initial or revalidation request will permit a PO to operate on the installation for 2 years. The installation commander may revoke permission to operate at any time during the 2-year period. Written approval will include a statement freeing the installation from any liability of the PO. Installation commanders' reviews of PO applications will ensure the following:

(1) PO income will not personally profit individual members, except through—

(i) Salaries as employees of the PO; or

(ii) Payment for services rendered.

(2) As an exception, the installation commander may authorize an investment club that satisfies all other provisions of this regulation.

(3) PO income will be used to pay operating expenses; expenses include charitable contributions by the PO and competitive awards to PO members or installation personnel.

(e) *Reporting requirements.* (1) POs will supply the following to the installation commander:

(i) Minutes of PO meetings. POs will submit minutes or summaries of meetings, if required by the installation commander.

(ii) Financial statements. POs with gross annual revenue of \$1000 or more will submit annual financial statements to the installation commander. (The installation commander may require more frequent submission.) Annually, installation commanders will send financial statements of POs whose gross annual revenue exceeds \$100,000 to their major Army command (MACOM).

(iii) A copy of audit reports.

(iv) A copy of tax status, if required.

(v) A copy of correspondence concerning applicability of State or local laws. (See § 556.13.)

(2) Installation commanders will keep a current file on each PO. It will contain the latest copy of—

(i) All reports submitted by the PO, as stated in paragraph (e)(1) of this section.

(ii) The PO's charter, constitution, bylaws, articles of agreement, and so forth. (POs will keep installation commanders informed of changes in officers or points of contact.)

(iii) The PO's request for a permit to operate or for revalidation, and a copy of the installation commander's letter of approval.

(iv) The PO checklist, contained in DA Circular 11-88-1, will be completed per guidance in AR 11-2.

(f) *Termination of PO operation.* A PO may be discontinued by—

(1) The membership; or

(2) The installation commander, who may withdraw permission to operate on the DA installation at any time.

§ 556.15 Recreational and educational POs.

Certain POs may operate on DA installations as extensions of APF or NAF recreational or educational activities. Such POs need not fulfill the procedural requirements of § 556.14, although they are subject to all other provisions of this regulation. The operation of these POs on the installation requires the approval of the installation commander, who will prescribe local guidance for them. Examples of these POs are—

(a) Bowling leagues, little league organizations, and other recreational POs supervised by the director of community recreation.

(b) Those POs formed and operated in conjunction with installation dependent schools under the administrative supervision of a member of the school faculty. (Examples include, but are not limited to, school drama clubs, yearbook funds, language clubs, National Honor Societies, and Keyettes or Keys.)

§ 556.16 Standardized documentation.

(a) The national constitution, standard bylaws, charter, or articles of agreement of type 2 POs listed in table C-1 have been reviewed by CFSC-AE-P and found to meet all requirements of this regulation. Inclusion in this list does not imply official DA sanction, endorsement, or sponsorship of these